



## **Request for Proposal**

Sevier County Public Library  
HVAC Repair

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## SUMMARY

Sevier County is accepting proposals to repair certain components of the HVAC System at the King Family Library, the main branch of the Sevier County Public Library.

## PROPOSAL GUIDELINES

- Proposals must be received at the *Sevier County Mayor's Office, 125 Court Avenue, Suite 103E, Attn: Perrin Anderson, Sevierville, TN 37862* by 10 AM Monday, February 8. Any proposals received after this date and time will not be considered. No emailed or faxed proposals will be accepted.
- Proposals must be sealed. The vendor's name, address, proposal due time and date, and the quotation "HVAC Repair" must be printed on the sealed envelope containing the proposal.
- Vendor must provide an original proposal and (2) copies of the proposal.
- Proposals must clearly address all questions and requirements as presented in this Request for Proposal. If you wish to submit alternative solutions, you may do so with any deviation from any requirement or specific description clearly noted and explained.
- Proposals must clearly note the price for the base description. If an additional option is described below, any addition or reduction in price as a result of this option must be noted within the proposal.
  - o Price as included must be all-inclusive. Any additional fee or charge must be clearly noted and described.
- Proposals must include an updated Form W-9 for submitting vendor.
- Sevier County reserves the right to accept or reject any and all proposals for any reason, and to accept the proposal deemed most favorable to the interest of Sevier County

## OBJECTIVES AND DESCRIPTION

### ***Objective***

The objective of this Request for Proposal is to repair components of the HVAC system at the King Family Library. This project is made up of five aspects which is needed for the current system to run more efficiently and according to the original purpose.

### ***Base Description***

The following is a summary of the aspects needed to complete the project:

- *Aspect 1*  
Replace condenser coil and suction valves for unit #1-B Sanyo m/n CHDZ09053 s/n 0012983.
- *Aspect 2*  
Replace condenser coil for unit #5-B Sanyo m/n CDHZ09053 s/n 001893.
- *Aspect 3*  
Replace compressor for unit #5-B Sanyo m/n CDHZ09053 s/n 005892.

- *Aspect 4*  
Replace compressor for Sanyo unit serving 3<sup>rd</sup> Floor of Library.
- *Aspect 5*  
Find and repair a refrigerant leak on Sanyo unit 3-A. In addition, repair a shorted wire between the condenser and the first floor unit for Sanyo unit #2 m/n CHDZ09053 s/n 0005392.
- Other Information:
  - o Please list separately prices for each aspect and categorize the expenses such as parts, labor, travel and shipping, and others.

## QUALIFICATIONS

Vendor shall list their qualifications for completing such work. Qualifications shall include, but are not limited to:

- History of company
- Examples of other projects completed similar to this RFP
- List of references for completed projects similar to this RFP

## FORMAT FOR PROPOSALS

Please use the following as a guideline to organize your proposal:

- **Title Page:** Your company name, address, website address, and primary contact person and information.
- **Cover Letter:** Introductory letter signed by authorized person to submit proposal
- **Proposal:** Discuss in detail your proposal to our objectives and descriptions for completion of project.
- **Qualifications:** Note your qualifications to complete the proposal.
- **Pricing and Costs:** Provide your total pricing and option pricing for your proposal. Be sure to note any and all fees and charges associated with your proposal.
- **Additional Information:** Include any additional information or attachments as seen relative to the project.

## QUESTIONS AND CONTACT INFORMATION

For additional questions and clarifications, please contact Duane Dodgen, Maintenance Supervisor. Official questions and responses will be in writing via email.

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